

Board of Fire Commissioners
Fire District #2
Township of South Brunswick

Regular Meeting
Third Monday at 7:00 P.M.
Monmouth Junction Fire House

P.O. Box 114
Monmouth Junction, N.J. 08852

AGENDA
January 17, 2017
7:00 PM

1. **Call to Order and Pledge of Allegiance**
2. **Notice of Compliance**

This meeting is being held in compliance with the Public Law Meeting Notice of the Public Laws of 1975. Notice of this meeting was given by way of annual notice filed with the Township Clerk, The Home News & Tribune and posted on the bulletin board of the South Brunswick Township Municipal Building, March 2016.
3. **Roll Call**
4. **Public Comment**
5. **Approval of Minutes**
 - A. October 17, 2016 Executive Session
 - B. December 19, 2016 Regular Meeting
6. **Professional Reports**
 - A. Fire Chief
 - B. District Coordinator
 - C. Insurance Chairman
 - D. Treasurer
 - E. Legislative
7. **Old Business**
 - A.
8. **New Business**
 - A. LOSAP Certification for 2016
 - B. Reading of Proposed Changes to BOFC Policy #006,
Discriminatory Workplace Harassment & Compliance Procedure
 - C. Discussion/Approval on Renewal of Photo Copier Maintenance Contract
 - D. Discussion/Approval on Renewal of VFIS Accident & Sickness Policy
 - E. Discussion/Approval on Renewal of VFIS Portfolio Policy
 - F. Discussion/Approval on Renewal of Travelers Workers Compensation Coverage
 - G. Public Hearing on 2017 Budget
 - H. Resolution #17-01, Adoption of 2017 Budget
 - I. Items Timely and Important
9. **Voucher List**

(See Attached)
10. **Public Comment**
11. **Adjournment**

Voucher List

<i>A</i>	Republic Services #689	333.51
<i>B</i>	Kleen-Tec Maintenance, LLC	450.00
<i>C</i>	Verizon Wireless	256.90
<i>D</i>	PSE&G Co.	2,363.61
<i>E</i>	Verizon	403.91
<i>F</i>	Ready Refresh	42.90
<i>G</i>	First Battalion Firefighting-Equipment, LLC	175.77
<i>H</i>	Air & Gas Technologies, Inc.	219.50
<i>I</i>	New Jersey Fire Equipment Co.	2,418.00
<i>J</i>	Scott Smith	58.22
<i>K</i>	Charles Spahr	61.25
<i>L</i>	Home News Tribune	121.04
<i>M</i>	Vincze Home Improvement LLC	1,000.00
<i>N</i>	New Jersey State Association of Fire Districts	300.00
<i>O</i>	Middlesex County Fire Academy	84.00 63.00
<i>P</i>	Electronic Measurement Labs, Inc.	568.00
<i>Q</i>	IEH Auto Parts LLC	120.83
<i>R</i>	Image Systems	486.00
<i>S</i>	VFIS	4,325.00
<i>T</i>	Travelers - RMD	8,045.00
<i>U</i>	VFIS	16,738.46
<i>V</i>	<i>RICHARD M. BARLOW, ESQ.</i>	<i>68.00</i>
<i>W</i>	<i>FIRE & SAFETY SERVICES, LTD</i>	<i>2,673.37</i>
<i>X</i>	<i>TOWNSHIP OF SOUTH BRUNSWICK</i>	<i>27,878.41</i>
<i>Y</i>	<i>TOWNSHIP OF SOUTH BRUNSWICK</i>	<i>20,000.00</i>
<i>Z</i>	<i>TOWNSHIP OF SOUTH BRUNSWICK</i>	<i>4,873.11</i>

*approved
2-21-17*

REGULAR MEETING
SOUTH BRUNSWICK TOWNSHIP
BOARD OF FIRE COMMISSIONERS – DISTRICT #2
January 17, 2017

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Spahr at 7:00 pm followed by a salute to the flag.

2. NOTICE OF COMPLIANCE

Chairman Spahr read the Public Laws Meeting Notice of the Public Laws of 1975.

3. ROLL CALL

Present: Comm. Potts
 Comm. Smith
 Comm. Wolfe
 Comm. Young
 Chairman Spahr

4. PUBLIC COMMENT

No one from the floor desired to address the Board.

5. APPROVAL OF MINUTES

A. October 17, 2016 Executive Session

Comm. Young made a motion to approve the minutes of the October 17, 2016 executive session, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - abstain, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

B. December 19, 2016 Regular Meeting

Comm. Smith made a motion to approve the minutes of the December 19, 2016 regular meeting, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - abstain.

6. PROFESSIONAL REPORTS

A. Fire Chief's Report

Chief Scott Smith reviewed the Fire Department's December 2016 and Year End 2016 activity reports (see attached).

Chief Smith reported that Deputy Chief Spahr, District Chairman Spahr and himself attended a pre-construction meeting for the new engine at Pierce Manufacturing in Appleton, Wisconsin last month. Chief Smith further reported that delivery is anticipated in May or June, and that several changes were made to the specifications which should result in a credit.

Chief Smith reported that the Fire Department has started the annual mandatory drills, which should be completed by the end of the month.

B. District Coordinator's Report

Coordinator Scott Smith reviewed the January 2017 Coordinator's Report (see attached).

C. Insurance Chairman's Report

Coordinator Smith reviewed the January 2017 Insurance Report (see attached).

D. Treasurer's Report

Comm. Young reported that there have been five deposits since the last meeting. The first deposit was made on December 22nd in the amount of \$250.00 from the South Brunswick Township Election Account for use of the fire house for the general election. The second deposit was made on December 27th in the amount of \$100.00 for a donation to the District from resident Candice Sanchez. The third deposit was made on December 29th in the amount of \$872.66 from South Brunswick Township Fire District #3 for their one-third share of the purchase of the new ID card maker. The fourth deposit was made on December 30th in the amount of \$235,118.75 from South Brunswick Township for fourth quarter taxation. The fifth deposit was also made on December 30th in the amount of \$5,380.00 from South Brunswick Township for the Supplemental Fire Services Grant.

Comm. Young reported that he did not issue a formal financial report this month as there are several invoices still outstanding for 2016 expenditures. Comm. Young further reported that he will be issuing the final 2016 report at the February meeting and that the auditor anticipates completing the 2016 audit by April 1st.

Comm. Young reported that he generated a report showing all transactions for 2016, which is used to generate the information for the 1099-MISC forms and to document the vendors that were issued payments over \$17,500.00, which has to be listed on the Fire District website.

Comm. Young reported that he answered several questions from DCA regarding the 2017 budget. Comm. Young further reported that the questions did not affect the figures contained within the budget, that the budget has been approved by DCA, and that the board can proceed with adoption at this meeting.

E. Legislative Report

Comm. Potts reported that he, attorney Richard Braslow, and the lobbyist for the State Association of Fire Districts met to discuss the bill introduced by Senator Turner regarding the movement of fire district elections to November. Comm. Potts reported that the statement in the bill allows the purchase of capital items without a referendum if paying cash, but the bill itself does not contain that provision.

Comm. Potts reported that there were two legal classified ads by other fire districts outside of South Brunswick published in today's newspaper worth reviewing. The first ad was for a special meeting that was held last night, but the ad was in today's paper. The second ad was for a special meeting to be held in 7 days, where the statute requires posting notice at least 10

days in advance. Comm. Potts reported that he spoke with attorney Richard Braslow regarding the ads, who stated that the meetings were being held under 48-hour notice. Comm. Potts reported that the DCA has determined that a public vote for a capital purchase cannot be held in a special meeting. Comm. Potts further reported that an election must be held with an absentee ballot notice and that failure to do so will result in rejection by DCA.

7. OLD BUSINESS

There was no old business to discuss.

8. NEW BUSINESS

A. LOSAP Certification for 2016

Comm. Potts reported that he received a letter from the Fire Chief certifying 17 members who qualified for the LOSAP program in 2016. Comm. Potts further reported that the District Coordinator can post the letter, and that any members who did not qualify have 30 days to file a grievance.

B. Reading of Proposed Changes to BOFC Policy #006, Discriminatory Workplace Harassment & Compliance Procedure

Coordinator Smith reported that he reviewed the District's workplace harassment policy and recommended making changes to clarify the procedure when investigating a claim of harassment. Coordinator Smith further reported that he researched policies in place in other municipalities and that the District policy closely mirrors those documents.

Comm. Young made a motion to approve the revisions to BOFC Policy #006, seconded by Comm. Potts.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

Comm. Young reported that in accordance with BOFC Policy #001, the revised policy is adopted as all sitting Commissioners approved the first reading.

C. Discussion/Approval on Renewal of Photo Copier Maintenance Contract

Coordinator Smith reported that he received the renewal of the annual maintenance contract for the photo copier from Image Systems in the amount of \$486.00. Coordinator Smith further reported that this is an increase of \$31.00 from the previous contract. Coordinator Smith recommended renewing the maintenance contract with Image Systems.

Comm. Young made a motion to renew the photo copier maintenance contract with Image Systems at a cost of \$486.00, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

D. Discussion/Approval on Renewal of VFIS Accident & Sickness Policy

Coordinator Smith reported that he received the renewal of the Accident & Sickness policy from VFIS in the amount of \$4,325.00 for the period February 1, 2017 to February 1, 2018. Coordinator Smith further reported that the amount of the policy is \$6.00 less than the

previous policy period. Coordinator Smith recommended renewing the Accident & Sickness policy with VFIS.

Comm. Potts made a motion to renew the Accident & Sickness policy with VFIS in the amount of \$4,325.00, seconded by Comm. Smith.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

E. Discussion/Approval on Renewal of VFIS Portfolio Policy

Coordinator Smith reported that he received the renewal of the Portfolio policy from VFIS in the amount of \$33,273.46 for the period February 1, 2017 to February 1, 2018. Coordinator Smith further reported that the amount is \$436.21 more than the previous policy period, and that the policy is paid in two installments with the first installment in the amount of \$16,738.46. Coordinator Smith recommended renewing the Portfolio policy with VFIS.

Comm. Young made a motion to renew the Portfolio policy with VFIS in the amount of \$33,273.46, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

F. Discussion/Approval on Renewal of Travelers Workers Compensation Coverage

Coordinator Smith reported that he received the renewal of the Workers Compensation policy from Travelers for the period February 1, 2017 to February 1, 2018, which included an invoice in the amount of \$8,045.00. Coordinator Smith further reported that this amount is for the first installment, with the second installment coming due following the annual audit. Coordinator Smith recommended renewing the Workers Compensation policy with Travelers.

Comm. Smith made a motion to renew the Workers Compensation policy with Travelers in the amount of \$8,045.00, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes, Chairman Spahr - yes.

G. Public Hearing on 2017 Budget

Comm. Young presented a summary of the 2017 budget. Total appropriations amount to \$1,240,653.00. The amount to be raised by taxation is \$940,475.00, which is the same as budgeted in 2016 and is Cap compliant. The 2017 ratable base is projected at \$2.082 billion, with a tax rate of 0.46 per hundred that is the same as the 2016 budget.

Comm. Smith made a motion to open the meeting to the public for discussion on the 2017 budget, seconded by Comm. Wolfe. By a voice vote all voted in affirmative.

As there were no questions from the public, Comm. Smith made a motion to close the public portion, seconded by Comm. Young. By a voice vote all voted in affirmative.

H. Resolution #17-01, Adoption of 2017 Budget

Comm. Smith made a motion to approve Resolution #17-01, seconded by Comm. Potts.
Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes,
Chairman Spahr - yes.

I. Items Timely and Important

Comm. Potts reported that a Fire Commissioner in Howell Township has been charged with wrongly disbursing LOSAP funds to two family members who left the fire company overseen by that fire district. Comm. Potts further reported that some of the fire districts in Monmouth County have floating schedules for LOSAP qualification and also issue 25 points to life members automatically towards the 100 points required to qualify each year.

9. VOUCHER LIST

Comm. Young reported that the voucher list has been amended to change the dollar amount for one voucher and the addition of 5 vouchers; Item O to Middlesex County Fire Academy has been changed from \$84.00 to \$63.00; Item V to Richard M. Braslow, Esq. has been added in the amount of \$68.00; Item W to Fire & Safety Services, LTD has been added in the amount of \$2,673.37; Item X to Township of South Brunswick has been added in the amount of \$27,878.41; Item Y to Township of South Brunswick has been added in the amount of \$20,000.00, and Item Z to Township of South Brunswick has been added in the amount of \$4,873.11.

Comm. Smith made a motion to approve the voucher list as amended, seconded by Comm. Wolfe.

Roll call: Comm. Potts - yes, Comm. Smith - yes, Comm. Wolfe - yes, Comm. Young - yes,
Chairman Spahr - yes.

10. PUBLIC COMMENT

No one from the floor desired to address the Board.

11. ADJOURNMENT

Comm. Wolfe made a motion to adjourn seconded by Comm. Young and by a voice vote all voted in affirmative. Meeting adjourned at 7:51 pm.

Respectfully Submitted,

Scott Smith, Fire District Coordinator

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
December 2016

INCIDENT RUNS

- Structure Fires
- Vehicle Fires
- Dumpster/Compactor/Trash/Refuse Fires
- 1 Trees, Brush, Grass, Mulch Fires
- Fires, Other
- 1 Vehicle Extrications (Jaws)
- 1 Motor Vehicle Accident (No Extrication)
- 1 Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
- 6 Haz-Mat Spill / Leak No Ignition
- 1 Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
Hazardous Condition
- 1 Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)
Assist Police / EMS / Landing Zone
Stand-By / Cover Assignment
- 1 Dispatched & Cancelled En Route
- 2 Smoke Scare / Odor Removal / Problem
- 11 System Malfunctions
- 14 Unintentional System / Detector Operation
- 2 False Calls
- Other

42 Total Runs for 193.48 Man-Hours

DEPARTMENT ACTIVITIES

- 1 Board of Fire Commissioners Meeting
- Chief's Meeting
- 1 Line Officer's Meeting
- 1 Regular Department Monthly Meeting
- 1 Relief Association Meeting
- OEM Meeting
- Meetings, Committee Function, Other
- 3 Work Night
- Work Detail
- Drills
- 1 Training Sessions
- Parade/Wetdown
- 2 Public Relations
- Stand-by Assignment (Non-Incident)
- Viewing/Funeral

259.25 Man-Hours

Total Man-Hours for the Month: 452.73

Fire Safety:

Referrals Sent – 9

Responded to Scene – 3

Monmouth Junction Volunteer Fire Department
Monthly Activity Report
Year 2016

INCIDENT RUNS

20	Structure Fires
10	Vehicle Fires
4	Dumpster/Compactor/Trash/Refuse Fires
20	Trees, Brush, Grass, Mulch Fires
13	Fires, Other
15	Vehicle Extrications (Jaws)
8	Motor Vehicle Accident (No Extrication)
3	Rescue Call (Elevator, Trench, Confined Space, High Angle, Animal, etc.)
46	Haz-Mat Spill / Leak No Ignition
26	Arcing / Shorted Electrical Equipment / Power Line Down / Electrical Problem
14	Hazardous Condition
11	Service Call (Unauthorized Burning, Water Problem/Leak, Lockout, etc.)
6	Assist Police / EMS / Landing Zone
4	Stand-By / Cover Assignment
10	Dispatched & Cancelled En Route
21	Smoke Scare / Odor Removal / Problem
173	System Malfunctions
121	Unintentional System / Detector Operation
37	False Calls
0	Other

562 Total Runs for 3,424.65 Man-Hours

DEPARTMENT ACTIVITIES

14	Board of Fire Commissioners Meeting
5	Chief's Meeting
9	Line Officer's Meeting
12	Regular Department Monthly Meeting
5	Relief Association Meeting
0	OEM Meeting
8	Meetings, Committee Function, Other
15	Work Night
0	Work Detail
23	Drills
47	Training Sessions
1	Parade/Wetdown
9	Public Relations
3	Stand-by Assignment (Non-Incident)
0	Viewing/Funeral

2,633.33 Man-Hours

Total Man-Hours for the Year: 6,057.98

Fire Safety:

Referrals Sent – 138

Responded to Scene – 70

Fire District Coordinator's Report
January 17, 2017

- Donald C. Rodner, Inc. was at Station 20 on 12-19-2016 to perform the quarterly maintenance on the HVAC systems at Station 20.
- Air & Gas Technologies was at Station 21 on 12-21-2016 to repair the leaking fill hose on the Bauer breathing air compressor.
- Vincze Home Improvement LLC was at Station 21 on 1-9-2017 to paint the two bathrooms and at Station 20 on 1-11-2017 to paint the weight room.

Insurance:

- There are items for discussion under New Business for renewal of the Accident & Sickness Policy, Portfolio Policy, and Workers Compensation.
- As I first reported last October, the District was approved to receive driver history information from the NJ MVC through their Customer Abstract Information Retrieval program. After obtaining the driver's license information from all active members, I performed the records check on all individuals on 1-4-2017. The driver's license status of all active members is currently in good standing with no suspensions at this time. VFIS recommends performing this license check every 3 years.

2017 ADOPTED BUDGET RESOLUTION NO. 17-01

So. Brunswick Twp. – Fire District No. 2

FISCAL YEAR: January 1, 2017 to December 31, 2017

WHEREAS, the Annual Budget for the South Brunswick Fire District No. 2 (the “Fire District”) for the fiscal year beginning January 1, 2017 and ending December 31, 2017, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 17, 2017; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.); and


WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 1,240,653, which includes amount to be raised by taxation of \$940,475, and Total Appropriations of \$1,240,653; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 17, 2017 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2017 and ending December 31, 2017, is hereby adopted and shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,240,653, which includes amount to be raised by taxation of \$940,475, and Total Appropriations of \$1,240,653; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.



Roger S. Potts, District Clerk

1-17-17
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
R. Potts	✓			
C. Smith	✓			
D. Wolfe	✓			
T. Young	✓			
C. Spahr	✓			